

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4156

TITLE: EMERGENCY MANAGEMENT SPECIALIST

GRADE: S-29

DEFINITION:

Under general supervision, develops and oversees the implementation of security plans/programs which meet the physical and operational security goals and objectives of Fairfax County; manages contracted security services; designs and implements programs and security assessments to counteract/mitigate potential occurrences of emergencies and disasters resulting from natural and man-made disasters, to include terrorism, with all agencies of the Fairfax County Government, other local, state and federal agencies and private organizations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Emergency Management Specialist differs from the Deputy Coordinator of Emergency Management in that the Emergency Management Specialist is responsible for analyzing County services and facilities and operations for security gaps, and recommending measures to eliminate or reduce these gaps, whereas the Deputy Coordinator of Emergency Management oversees the analysis of county operations for emergency preparedness and manages the day-to-day operations of the countywide emergency management program.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Provides security planning advice to County management and serves as program lead for the County's strategic homeland security planning initiatives;

Develops, reviews and revises short- and long- range plans, guidelines, standards, policies and procedures, assesses and identifies potential risks to County locations and assists agency management in developing appropriate measures to mitigate the exposure, to meet the security goals and objectives of the County;

Meets with County departments on a regular basis to review their current and future security issues and needs and establishes emergency planning guidelines, and ensures compliance with federal, state and county emergency management standards;

Conducts security inspections/surveys and prepares threat/security assessments of County facilities independently or in conjunction with County departments and/or security consultants and where appropriate, proactively implements measures to counteract/mitigate risks;

Participates in work place violence assessments with Risk Management;

Manages contractual security services throughout the County (i.e. develops County contractual services plan and budget, evaluates contractor performance, approves payments, negotiates contract amendments and coordinates interface/communication between security firm(s) and County departments);

Develops, coordinates and implements county-wide employee training and awareness programs on security, workplace violence, non-violent crisis intervention and related topics;

Monitors major security incidents through regular communication with the Public Safety

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Communication Center;

Oversees management investigation of facility security systems breaches, facility system security threats, physical intrusions and other security incidents;

Chairs County Security Committee meetings, and is as a member of the Emergency Management Coordinating Committee, the Emergency Action Committee as well as other security committees and teams;

Coordinates security requirements for both County sponsored activities/events and privately sponsored activities/events held at County facilities;

Identifies, recommends and uses technology to enhance emergency planning and response efforts;

Represents the department and participates on County-wide taskforces or assigned project teams within related risk and/or emergency management areas;

Attends meetings of County staff and regional and county committees and prepares oral and written reports summarizing the meetings and describing existing emergency management procedures, along with recommendations for improvement;

Conducts research, prepares, develops and maintains identified emergency management and procedures as necessary to assure the timely, efficient and effective response to and recovery from identified emergencies;

Develops business operational analysis, business continuity, and disaster recovery and incident response plans related to specific risk and/or emergency management needs;

Analyzes County disaster preparedness and operational response procedures in coordination with appropriate public safety and non-public safety agencies, and recommends improvements in existing emergency management procedures;

Liaisons with various internal and external groups including County agencies, public safety officials, neighboring jurisdictions, federal and state agencies business partners and professional associations to evaluate existing security protocols for county personnel assets, facilities and properties, respond to inquiries, advice when there is a need to change security at county facilities, exchange information on product and service innovations and to keep current on trends and developments in the security area;

Serves as emergency management staff duty officer on a rotational basis and responds to major fire scenes, weather emergencies, emergency medical scenes, hazardous materials events and other significant events to provide coordination and liaison between local, state, federal and private sector agencies;

Plans and manages multiple agency response initiatives during an emergency;

Plans, coordinates and delivers emergency management outreach programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Considerable knowledge of the principles and practices of emergency preparedness and management;

Considerable knowledge of security standards and technologies as well as the application of physical security through environmental design, principle and technique;

Knowledge of County, state, and federal laws/regulations regarding emergency management services and the ability to interpret and apply them correctly;

Knowledge of crime and violence prevention in the workplace;

Knowledge of state and municipal government operations;

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Ability to establish good working relationships with department/agency management, other

organizations, County officials, public and private sector organizations, customers and the general public;

Ability to conduct security surveys and risk assessments;

Ability to develop and implement short- and long-term security plans as well as the ability to develop measures to counteract/mitigate specific security risks;

Ability to manage contracted security services and consultants in the security field;

Ability to effectively coordinate a variety of security related activities;

Ability to effectively consult with management on security issues;

Ability to develop business continuity and emergency preparedness plans;

Ability to communicate clearly and concisely, orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:

Graduation from an accredited college or university with a bachelors degree in business administration, law enforcement, emergency management or related field; PLUS

Six years of experience in emergency management and/or emergency services/public safety, to include project and program management.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

Positions within this class will be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

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| RETITLED: | November 19, 2009 |
| REGRADED: | July 8, 2006 |
| REVISED/RE-TITLED: | September 3, 2004 |
| ESTABLISHED: | December 20, 2001 |